


# VACANCY NOTICE

2006-51

CS-376  
REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Automotive Service Specialist</u>		CLASSIFICATION CODE: <u>02324300</u>	
	SALARY RANGE: <u>318 (32756-36243)</u>		REFERENCE POSITION NO.: <u>2556-10500-62</u>	
	Department or Agency Name <u>Revenue</u>		APPLICATION PERIOD: <u>09/14/06-09/20/06</u>	
	Division/Section/Unit <u>Motor Vehicles</u>			
	Assignment(s) / Comments <b>Previous Applicants Need Not Reapply</b>			
	Shift and Days: <u>1st (Monday-Friday)</u>		Job Location: <u>Melrose Street, Providence</u>	
	Restrictions/Limitations: _____			
	Position Covered By Collective Bargaining Union Agreement		Yes <u>  x  </u> No <u>      </u>	
	Name of Bargaining Unit Union: <u>Council 94, Local 2874</u>			
	There is <u>  </u> is not <u>  x  </u> a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b>			
	NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.			
General Information to Candidate	<b>INSTRUCTIONS:</b>			
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affidavit of Intent to Bid. If you are not currently in this classification, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.			
	<b>Most Important</b> - Please include the following information:			
	<ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Title of your present position and date you entered it</li> <li>Date you entered State service</li> <li>Name of department where you are currently employed</li> <li>Your business telephone number</li> <li>Present Union Affiliations</li> </ul>			
	<b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b> <b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b> If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.			
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b>			
	<b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.			
	<b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).			
Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>			
	To act as a bus truck and vehicle mechanical inspector in accordance with State law to protect the safety of the passengers, monitors and operators. To remove, disassemble and inspect brake systems, assemblies and other parts, and subparts of motor vehicle equipment to determine and disclose wear conditions and defects of equipment on trucks, buses and other vehicles. To perform inspections, repairs and calibration on various types of inspection and garage equipment in conjunction with a general garage maintenance program used in a state operated inspection garage.			
Minimum Education & Experience	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>			
	(A class specification describing the position and the minimum qualifications will be furnished upon request.) <b>Education:</b> Such as may have been gained through: graduation from a senior high or vocational school; and <b>Experience:</b> Such as may have been gained through employment in a supervisory position in a automotive repair garage or employment repairing heavy motor equipment. <b>Or.</b> any combination of education and experience that shall be substantially equivalent to the above education and experience. <b>SPECIAL REQUIREMENTS:</b> Must possess and maintain a valid Motor Vehicle operator's license issued by the State of Rhod Island.			
Where to Apply	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>			
	Charles F. Dolan, Chief Motor Vehicles 100 Main Street Pawtucket, RI 02860	<b>Telephone #:</b> (401) 588-3000 <b>Fax #:</b> (4 01) 722-4790 <b>TTY/TDD #:</b> 7 1 1 (Telecommunication Device for the Deaf)		

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER